



MEETING MINUTES

PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)

LOCATION	Plainsview School
DATE	May 12, 2026
TIME	6:34 - 8:30

	Executive Members / Voting Members	Present (Y) Regrets (X)	Elected Members / Voting Members	Present (Y) Regrets (X)
ELECTED/ACCLAIMED VOTING MEMBERS	Mishayla Kapell, Chair	Y	Melissa Mayer, Healthy Hunger Coordinator	Y
	Crystal Nieviadomy, Vice-Chair & Social Media Lead	Y	Janelle Forsyth	Y
			Vanessa Ottenbreit	Y
	Lisa B, Treasurer & Secretary	Y	Michelle Mclvor	Y
			Tiara Hogberg	Y
			Courtney Toothill	R
SCHOOL LIAISON APPOINTED MEMBERS VOTING MEMBERS	Karey Harris, Principal	Y	Teacher Liaison (one)	
			• Rhonda Donais, Staff Liaison	Y
	Tara Yanyk, Vice Principal	Y	• Tia Coffin, Staff Liaison	R
			• Dara Ardelan, Staff Liaison	Y
GUESTS / NON-VOTING				

SCC Constitution – Section 2: A Plainsview SCC shall not exceed 17 (seventeen) Elected/Acclaimed/Appointed members that include:

- a. Elected/Acclaimed Membership – no fewer than five and no more than nine must be elected, and parents/guardians must form the majority and:
- b. Appointed Membership – no more than one less the number of the Elected/Acclaimed Membership be appointed. Appointed membership shall include:
 - o the Principal and/or the Vice-Principal;
 - o one teacher liaison (as available) from Plainsview School
 - o and may include other members recommended by the Plainview SCC and approved by the Director of Education or designate.
- The Plainsview Executive, with responsibilities outlined in the SCC Handbook, is made up of the following four positions, to be drawn from the Elected/Acclaimed Membership:
 - o Chair
 - o Vice Chair
 - o Secretary
 - o Treasurer

1.0	Call to Order
	The meeting was called to order at 6:34
1.1	Welcome and Introductions
1.2	Adoption of Meeting Minutes
	Motion to approve the minutes from April 14, 2026. Motion : Crystal Nieviadomy Second: Janelle Forsyth Favor: All Opposed: None
1.3	Adoption of Meeting Agenda
	Motion to approve the agenda for May 12, 2026. Motion: Melissa Mayer Second: Janelle Forsyth Favor: All Opposed: None



2.0	CRIMINAL RECORD CHECKS
Standing Action Item Members submitting or completing the declaration at the office or showing a copy of their CRC to a committee member, can then be documented in the meeting minutes as proof this was completed. If the CR is on record at the school board; and the volunteer is active, they can sign a declaration with the school. If there is a break in volunteering, then the individual will need to obtain a new criminal record check.	

3.0	PAST / DEFERRED ACTION ITEMS
Past Action Items N/A	
4.0	REPORTS
4.1	Admin Report

Standing Item – Student Leadership Committee Feedback

- No SLC member in attendance. Tara provided an update that they are doing “Mellow Yellow and lemonade” one day, some low key spirit days in June and they are hosting a K-3 “fun day”.

Past Action Items

- Inquiry with Crazy Ape Extreme Equipment - pending.

Standing Item – SCC Approved Budget Purchases and Payments

- Ordered the pinnies; will follow-up once they have an invoice.
- Crystal worked with Mrs. Preece on purchasing the library books (\$795.84). They’ve been delivered.

Standing Item – Approved Budget Items Drawing from RBE Grant

- May 11, 2026: Previous balance for classroom pods was \$1527.38.
- Pod request - 3 out of 4 pod requested items have been ordered.
- Tara had an idea to purchase book boxes if there is any balance of the RBE grant, after the pod enhancements.

Admin Report

- Thanks for the acknowledgement on Principle Day.
- The chomp saws were delivered to the pods and there was a lot of excitement!
- We have some staff leaving us; retirements and some leaving with transfers.
 - **ACTION:** Lisa/Crystal to check on budget and what has been done in the past re: retirements (2)
- Year end assessments are coming up in June.
- Facilities Updates:
 - No long jump pits for track and field: we asked for pits and didn’t hear back and then finally got approval. The truck came with the sand and there was no permit so they couldn’t dump the sand. We are working on this and hope to have a sand pit by May 20 so we can do all the track and field jump activities so that our kids who qualify can still go to the Douglas Park track and field meet. We are following the proper processes and are hopeful it all works out, but if it doesn’t we have a plan to use another location so we can make sure the kids can qualify.
 - We have started some projects around the school for signage; and we’ve heard lots of positive feedback.
- Strategic Plan: I met with our Super Intendant and reviewed the plan. We are planning to continue this into next year and reuse the same committees and pillars.
- Staffing for 26/27 is ongoing.
- We are the recipients of a “student support model classroom”. That means we are assigned a role for a complex need teacher and assigned one more staff to compliment that position. This lets us work with complex needs in a



model with two adults plus 40% occupational therapist. It's not a classroom, but more so a space. Very positive for kids and the school. We will need to reconfigure the classrooms to create a new space.

- Projections: Waiting on enrollment confirmation. Staffed for 1.5 for kindergarten; same as this year.
- Badminton: We are hosting the city playoffs.
- Track and Field: It was a good day, the volunteers were good and kids were great. The event was well run and we are really proud of the staff.
- Kindergarten open house is May 26th; the SCC is welcome to come if they are available.

4.2

SCC Chair Report – Mishayla Kapell

Past Action Items

- Mishayla to send the Admin Team the vector file - **Complete**

Ratify E-Motions

Amended e-motion from April 30, 2026 for cost of pinnies and gym equipment.

- Motion: Vanessa Ottenbreit
- Second: Janelle Forsyth
- Favor: all
- Opposed: none

New Items

Constitution

Email request (Apr 27, 26) - Review constitution prior to AGM. SCC discussed why the secretary and treasurer are optional to be two positions or combined. This was due to a lack of interest in the roles, so the update allows for one person to do both, if/when interested. Suggested a change to wording so the SCC can create more lead roles (ie: volunteer liaison). With many of the SCC members leading several things, it was suggested we start looking at succession planning opportunities. Lisa updated that she would be willing to lead next year (26/27) if someone wanted to shadow/support and learn the roles, then take over in 27/28 (her last year at the school) when she could support them while they transition into the role.

ACTION: Crystal will draft some wording on the new roles. When possible, the positions could align with the schools strategic plan as well (ie: liaison position)

AGM Prep

- Flag at the AGM the desire to have a planning meeting in August with the new SCC to get the draft budget read for the first meeting.
- Mishayla has emailed those with expiring terms and requested their interest to remain in a new term.
- Crystal confirmed the required 30 day notice for the AGM is done. It was posted online twice and is on the school calendar as well.
- **ACTION:**
 - Lisa to prepare the agenda; regular meeting from 6:30-7:00 and then the AGM at 7:00
 - Crystal to post the agenda
 - Crystal to post the call for new members and can provide a Google form for expression of interest



4.3

SCC Vice-Chair Report - Crystal Nieviadomy

Past Action Items

New Items

- E-mail e-motion to amend the motion for pinnies (April 30, 2026 email). Crystal updated that we ended up purchasing 30 rackets and some birdies and a dodge ball set. The school organized the purchase, Crystal paid for it, and it came to \$871.35.
- Chomp saws were purchased and delivered to the school. We spent less than budgeted and there was a lot of excitement on the social media posts.
- Storm crock charms: There was an e-motion for the purchase of 200 charms for \$382.95. Crystal provided the deposit of \$250.00. They should be here before the BBQ. The SCC determined that they be sold for \$3.00 each or 2 for \$5.00. This event will focus on promotion of school spirit.
- Provincial Assessment Parent Feedback Session (April 23, 26 email)

Douglas Park Canteen - June 5

We have been requested to host canteen at Douglas Park Track meet on June 5th. We can open the canteen around 10:30/11:00 and wrap up around 2:00. There are five schools coming with about 40 kids per school, so prepare for 200. There is no alternate date, so if the event is cancelled, there is no rescheduled date.

ACTION

- Melissa will ask if they can use the capital bbq for the track meet canteen.
- Crystal to send her notes from the last time they did the canteen.
- Kevin will set up the trailer
- Janelle and Melissa will lead the event

Grade 8 Grad Request

Crystal, representing the Grade 8 Grad committee requested the SCC allocated funds of \$500.00 for the parent grad committee.

Janelle motioned to approve releasing the \$500.00 to the Grade 8 Grad parent committee for the use of consumable items.

- Motion: Janelle Forsyth
- Second: Melissa Mayer
- Favor: All
- Opposed: None

Investment - Purchase of Reusable Items

Crystal updated that there are savings in various areas of this years' approved budget and we have been very successful in fundraising events which has left the SCC with a surplus. The SCC is in a position to reallocate funding for targeted investment items for reusable items like an arch, backdrop frame, curtains and picture background. The SCC discussed a few ideas and options.

ACTION: Crystal will research the best options and can submit an e-motion to finalize the details.

- Metal Arch: For talking through at ceremonies; comes with the arch and bag; approx \$71.00 pre tax.
- Weighted bases
- Balloon pillars (4)
- Backdrop: The stands and curtains; comes with a storage bag; approx \$931.00
- Photo backdrop: Could be used for multiple events and then the banners are separate; approx \$125.00

Motion to purchase reusable items, as an investment item, for up to \$1500.00 for reusable foundational event pieces items like arch, stand, and the curtains. To remain at the school, for reusable.



- Motion: Melissa Mayer
- Second: Janelle Forsyth
- Favor: All
- Opposed: None

4.4 Treasurer Report – Lisa B

Past Action Items

- Create a “how to” guide – draft started.

Financial Report

SCC Financial Report

In an attempt to reduce paper use and centralize the SCC information, the SCC agreed to review the monthly budget at the meeting and summarize the details in the minutes. The monthly financial report shown during the meeting will demonstrate the current state and future state forecasted spending.

4.5 Committees/Activities

Updates on Past Activities

April - Spring Bingo - Courtney, Vanessa, Janelle

- All lottery licenses are submitted.
- Should get a cheque from SLGA for a percentage of proceeds.

April - Staff Appreciation Day - Crystal Nieviadoomy

- Smile cookies were delivered and enjoyed by staff.

May - Principle Appreciation Day Update - Melissa Mayer

- Complete.

Healthy Hunger Coordinator – Melissa Mayer

<https://www.signupgenius.com/go/10C0D4AADAB2EA3FEC70-44787324-healthy#/>

2025-26 Plainsview School Healthy Hunger Lunch Dates	Restaurant	Kindergarten	Order Cut-Off Date
Wednesday, May 20	McDonald's	A	Friday, May 15
Thursday, June 4	A&W	B	Saturday, May 30
Wednesday, June 17	Swirl World	A	Friday, June 12

Babysitter Coordinator – Melissa Mayer and Crystal Nieviadoomy

No update

Diversity Task Team – Michelle McIvor

Deferred until next school year



Year End BBQ – Melissa Mayer → June 15

Melissa went to confirm the BBQ booking (previously targeted June 10 or 16) and they confirmed it is not available. It is free on June 15th.

BBQ Details:

- Set up in the rocks again
- Start cooking ASAP
- Pre-orders
- Runs 4-7
- Set up Jenga and chalk again

Menu:

- Hotdog combo
- Burger combo
- Halal and veggie options

ACTION

- Admin Team will have the kitchen empty so we can store BBQ items in there
- Melissa to confirm our request to book the meeting on June 15th
- Communicate new date
- Crystal will share the online order form with Janelle
- Lisa will need to get the float(s)
- The flyer needs to be updated, printed and sent out. There is a QR code to order.
- Share QR code for the teachers; on the form they can pick "I'm a teacher"

Tarmac Painting – Lisa B → Target May 29/30

Feedback from the school is to keep the same games and add in more 4-square games by the basketball nets and to add in some Indigenous art and pride items. The Admin Team mentioned the spray paint was faster, but it didn't stand up as well as the paint. The temperature has to be over 4C for 72h for it to cure and the desire is to have this done before the June activities begin, we need to target May 29-31.

PLAN:

Prep:

- Crystal to locate past templates
- Crystal to design new templates
- Kevin will prep the new templates

Thursday or Friday

- Chalk the stencils out the night before
- Lisa to pick up the paint and supplies

Friday evening / Saturday

- Painting

ACTION

- Admin Team to talk with Mark about storing of the paint after the activity is done.
- Admin Team to confirm which account the donated funds (\$1000.00) are sitting in
- Call out for volunteers
- Lisa to work with the Admin Team re: purchase of paint.
- Lisa to get paint and grit from Co-Op Ag.
 - Co-Op Farm has the paint
 - \$90.00 a can



- \$16.00 approx / package of grit
- Lisa to purchase paint brushes, trays, gloves, cups, etc...
- Crystal to purchase materials needed to make the new templates

Banners – Lisa B

On April 17, 26, Lisa shared the quote for the banners from Allied Printers in Regina. Admin Team confirmed we can store them at the school. This can be deferred to June for a decision.

- Hardware for small teardrop flag, double sided graphic, \$162.75 + tax each
- Hardware for medium teardrop flag, double sided graphic, \$214.83 + tax each
- Cross base with water ring - \$36.90 + tax each

Upcoming Events

- o May 26 - Kindergarten open house
- o May 29 - Tarmac painting weekend
- o June 8 – PD Day / No school
- o June 8 - Staff Appreciation Treats (Slurpee)
- o June 9 – SCC and AGM
 - o 1 Year Terms for Exec. Positions (Chair, Vice-Chair, Secretary, Treasurer) are renewed each AGM
- o June 15 - Year End BBQ
- o June 18 – Grade 8 Grad
- o TBD – Year End Treats for students

5.0	Other/New Items
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6.0	Next Meetings	
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The SCC meetings are generally the second Tuesday of each month from 6:30 pm-8:00 pm in the office meeting room.

- June 9, 2026. Regular Meeting 6:30 pm - 7:30 pm followed by Annual General Meeting 7:30 pm - 8:30 pm.

7.0	Meeting Ended	Meeting adjourned at 8:30 pm
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